

#### Republic of the Philippines

## Department of Education

#### REGION XI SCHOOLS DIVISION OF DAVAO DEL NORTE

### Office of the Schools Division Superintendent

# DIVISION MEMORANDUM SGOD-2025-0133

To: Assistant Schools Division Superintendent

Chief Education Supervisor, SGOD Chief Education Supervisor, CID All Education Program Supervisors All Public Schools District Supervisors

All School Heads

Subject: DISSEMINATION ON THE REGIONAL MEMORANDUM HRDD-2025-084

Date: APRIL 14, 2025

- 1. Attached herewith is Regional Memorandum HRDD-2025-084, containing the corrigendum to DM-OUHROD-2025-0317 regarding the nomination to the Asian Institute of Management's Postgraduate Certificate in Management for Education Leaders Training Program. The contents of the memorandum are self-explanatory.
- 2. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
- 3. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V Schools Division Superintendent



SGOD/rtp Attached: As stated



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### Republic of the Philippines

# Department of Education

DAVAO REGION

April 3, 2025

REGIONAL MEMORANDUM HRDD-2025-084

### CORRIGENDUM TO DM-OUHROD-2025-0317

To: Assistant Regional Director Schools Division Superintendents

- This has reference to DM-OUHROD-2025-0317 titled Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program. Contents are self-explanatory.
- 2. Relevant details and other information are found in the enclosures.
- 3. For queries, email hrddneaproll@gmail.com.
- 4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO Director IV

Encl.: As stated ROH3/glv

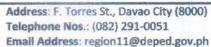
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Total Time: Mary 08, 2024









Website: www.depedroxi.ph





Gepublika ng Phippinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

3 1 Mars 2025

### ADVISORY

28 Warch 2025

This is in reference to the Memorandum DM-OUHROD-2025-0317 or the Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program.

To provide wider coverage and further clarification for the program, please be advised of the following details:

- 1. The program is strictly intended for permanent, contractual, or co-terminus non-teaching and selected related-teaching personnel holding Salary Grade (SG) Level 15 and up position preferably performing as a unit head/officer-in-charge/supervising officer in DepEd for at least one (1) year or has high potential to be an education leader. Please refer to Annex A for the list of eligible positions.
- 2. Travel expenses and board and lodging of participants shall be charged against the participant's office funds in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations,
- 3. Participants must arrange their own accommodations. AIM aiso offers possible accommodation on campus with a minimal fee. Specific details for the reservation of accommodation from AIM, together with the instructions on the access of their Learning Management System (LMS) and other administrative arrangements shall be provided by AIM through an email to be sent to selected participants.

For any concerns or clarifications, kindly contact the Bureau of Human Resource and Organizational Development. Human Resource Development Division (BHROD-HRDD) at (02) 8470-6630 or through email at the set hadd of god gar on:

For Central Office - Ms. Riza May Fortunato For Regional and Schools Division Office - Mr. Siljohn Rey Salazar

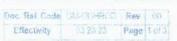
For your information and appropriate action.

WILFREDO E. Undersecretary

Human Resource and Organizational Development









### ANNEX A

### LIST OF ELIGIBLE POSITIONS TO APPLY FOR THE PGCMEL

| Salary<br>Grade Level | Related-Teaching  | Non-Teaching Personnel   |
|-----------------------|---|--|
| 13                    | Teacher Credentials Evaluator II  | Administrative Officer IV Agriculturist II College Librarian II Computer Programmer II Creative Arts Specialist II Human Resource Management Officer II Internal Auditor II Librarian II Nurse I Nutritionist-Dictitian II Planning Officer II Project Development Officer II Registrar II Security Officer II Security Officer II Special Investigator II Statistician II |
| 16                    | Education Program<br>Specialist II  | Accountant II Attorney I Engineer II Ouidance Services Specialist I Information Systems Analyst II Nurse II Technical Education and Skill Development Specialist II  |
| J7                    |   | Computer Maintenance Technologist III<br>Dentist II<br>Executive Assistant II<br>Information Systems Researcher III  |
| 18                    |   | Administrative Officer V Attorney II Computer Programmer III Guidance Services Specialist II Health Education and Promotio Officer III Internal Auditor III Medical Officer II Nutrationist-Dictition III Planning Officer III Project Development Officer III Senior Administrative Assistant V Special Investigator III Statistician III                                 |
| 19                    | Senior Education Program<br>Specialist<br>Senior Science Research<br>Specialist | Accountant III Architect III Engineer III Information Systems Analyst III Information Technology Officer I   |

[BHROD HRDD/L&D Unit]







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| Salary<br>Grade Level | Related-Teaching  | Non-Teaching Personnel  |
|-----------------------|---|---|
| 50                    |   | Dentist III   |
|                       |   | Executive Assistant III   |
| 21                    |   | Attorney III<br>Medical Officer III   |
| 22                    | Education Program Supervisor Supervising Education Program Specialist Public Schools District Supervisor  | Accountant IV Assistant Teacher's Camp Superintendent Department Legislative Liaison Specialist Engineer IV Executive Assistant IV Information Technology Officer II Internal Auditor IV Planning Officer IV Project Development Officer IV Security Officer IV Supervising Administrative Officer Supervising Health Program Officer Vocational School Administrator I |
| 23                    |   | Attorney IV<br>Medical Officer IV<br>Vocational School Administrator II   |
| 24                    | Chief Education Program<br>Specialist<br>Chief Education Supervisor   | Chief Accountant Chief Administrative Officer Chief Health Program Officer Engineer V Executive Assistant V Information Technology Officer III Internal Auditor V Planuing Officer V Project Development Officer V Teachers' Camp Superintendent Vocational School Administrator III  |
| 25 and up             | ARI CONTRACTOR OF THE PARTY OF | apply for the said program  |

